



The Town of Hilton Head Island
Planning Commission Regular Meeting
Wednesday, October 16, 2019 – 3:00 p.m.
Benjamin M. Racusin Council Chambers
AGENDA

As a courtesy to others please turn off / silence ALL mobile devices during the meeting. Thank you.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. FOIA Compliance** – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
- 4. Roll Call**
- 5. Approval of Agenda**
- 6. Approval of Minutes** – Meeting of August 21, 2019
- 7. Appearance by Citizens on Items Unrelated to Today's Agenda**
- 8. Unfinished Business**
- 9. New Business**
- 10. Commission Business**
 - a. Review and Adoption of 2020 Meeting Schedule
- 11. Chairman's Report**
- 12. Committee Report**
- 13. Staff Reports**
 - a. Update on Workforce Housing Plan – *Presented by Shawn Colin*
 - b. Discussion on master planning certain commercial areas on the north end of the Island – *Presented by Shawn Colin*
 - c. Quarterly Report – *Presented by Anne Cyran*
- 14. Adjournment**

Please note that a quorum of Town Council may result if four (4) or more of their members attend this meeting.



Town of Hilton Head Island
Planning Commission
Wednesday, August 21, 2019 at 3:00 p.m.
Benjamin M. Racusin Council Chambers

MEETING MINUTES

Present from the Commission: Chairman Peter Kristian, Vice Chairman Lavon Stevens, Caroline McVitty, Mark O'Neil, Alan Perry, Palmer E. Simmons, Todd Theodore

Absent from the Commission: Leslie McGowan (excused), Michael Scanlon (excused)

Present from Town Council: Mayor Pro-Tem Bill Harkins, David Ames, Glenn Stanford

Present from Town Staff: Anne Cyran, Senior Planner; Ricardo Franco, Addressing Technician; Teri Lewis, Deputy Director of Community Development; Jayme Lopko, Senior Planner; Teresa Haley, Senior Administrative Assistant

1. Call to Order

Chairman Kristian called the meeting to order at 3:00 p.m.

2. Pledge of Allegiance

3. FOIA Compliance – Public notification of this meeting has been published, posted, and mailed in compliance with the South Carolina Freedom of Information Act and the Town of Hilton Head Island requirements.

4. Swearing in Ceremony for New Commissioner Mark O'Neil

Mayor Pro-Tem Bill Harkins performed the swearing in ceremony for new Commissioner Mark O'Neil.

5. Roll Call – See as noted above.

6. Approval of Agenda

Chairman Kristian asked for a motion to approve the agenda. Vice Chairman Stevens moved to approve. Commissioner Perry seconded. The motion passed unanimously.

7. Approval of Minutes – Meeting of August 7, 2019

Commissioner Perry moved to approve the minutes of the August 7, 2019 regular meeting as corrected. Vice Chairman Stevens seconded. The motion passed unanimously.

8. Appearance by Citizens on Items Unrelated to Today's Agenda – None

9. Unfinished Business – None

10. New Business

- a. **STDV-1538-2019** – David R. Karlyk, a representative of Carolina Engineering, proposes to name a new street Old Stoney Lane. This street will serve a new 42 lot subdivision with a project address of 18 Squire Pope Road.

Mr. Franco presented the application as described in the Staff Report. Staff recommends the Planning Commission approve the Old Stoney Lane street name application based on the review criteria outlined in Land Management Ordinance Section 16-2-103.O.4 and enclosed in the Staff Report.

The Commission made comments and inquiries to Staff regarding the application, including: whether a street named Stoney Lane exists; consideration for naming the street Stoney Lane or New Stoney Lane; whether other streets in the area have a similar name; the proposed name was chosen by the property owner to reflect the neighborhood's history; the subdivision is tentatively named Old Stoney Village, which depends upon the outcome of the street naming; concern that "old" would imply a previously existing street; any mobile homes occupying the proposed development site have been or will be relocated; and the current address of 18 Squire Pope Road is serving as a placeholder and will be readdressed upon the final position of the subdivision.

Chairman Kristian opened the meeting for public comments and none were received.

Upon the conclusion of the discussion, Chairman Kristian asked for a motion.

Commissioner Perry moved to recommend the Planning Commission approve the Old Stoney Lane street name application based on the review criteria outlined in Land Management Ordinance Section 16-2-103.O.4 and enclosed in the Staff Report. Commissioner Theodore seconded. The motion passed with a vote of 5-2-0.

11. Commission Business – None

12. Chairman's Report

Chairman Kristian asked Staff whether the issue of clear-cutting may be an item for the LMO Committee to discuss. Ms. Lewis indicated the Public Planning Committee (PPC) asked Staff to look into this. Staff is in the process of doing research and will present that to the PPC at their September 26 meeting. As a result of that meeting, any recommendations to change the LMO would be presented to the Planning Commission and LMO Committee.

13. Committee Report

The LMO Committee has scheduled a meeting for August 29 at 2:00 p.m. in Council Chambers.

The Gullah Geechee Land & Cultural Preservation Task Force recommendations were presented to the PPC on August 19. The recommendations will be forwarded to Town Council at their September 17 meeting with a recommendation for acceptance.

14. Staff Report

- a. Update on the formulation of Workforce Housing Guidelines for the Planning Commission's consideration

Ms. Lewis presented the update. Staff has been working through the Housing Consultant's recommendations and Staff's Response to those recommendations with the PPC. Staff will present both sets of recommendations to PPC for a second time at their meeting tomorrow at 3:00 p.m. From there, Staff anticipates the item will move forward to Town Council's September 17 meeting.

15. Adjournment

The meeting was adjourned at 3:21 p.m.

Submitted by: Teresa Haley, Secretary

Approved: [DATE]

DRAFT



The Town of Hilton Head Island
Planning Commission
2020 Meeting Schedule

All meetings will be held in Benjamin M. Racusin Council Chambers at Town Hall, One Town Center Court, unless otherwise posted. Changes to meeting dates, times and/or the location will be posted.

Meeting dates are Wednesdays. Application deadlines are Mondays, unless otherwise noted.

PUBLIC MEETING DATES	MEETING TIMES	APPLICATION DEADLINES
January 15, 2020	3:00 p.m.	December 16, 2019
February 5, 2020	9:00 a.m.	January 6, 2020
February 19, 2020	3:00 p.m.	*Friday, January 17, 2020
March 4, 2020	9:00 a.m.	February 3, 2020
March 18, 2020	3:00 p.m.	February 17, 2020
April 1, 2020	9:00 a.m.	March 2, 2020
April 15, 2020	3:00 p.m.	March 16, 2020
May 6, 2020	9:00 a.m.	April 6, 2020
May 20, 2020	3:00 p.m.	April 20, 2020
June 3, 2020	9:00 a.m.	May 4, 2020
June 17, 2020	3:00 p.m.	May 18, 2020
July 1, 2020	9:00 a.m.	June 1, 2020
July 15, 2020	3:00 p.m.	June 15, 2020
August 5, 2020	9:00 a.m.	July 6, 2020
August 19, 2020	3:00 p.m.	July 20, 2020
September 2, 2020	9:00 a.m.	August 3, 2020
September 16, 2020	3:00 p.m.	August 17, 2020
October 7, 2020	9:00 a.m.	**Friday, September 4, 2020
October 21, 2020	3:00 p.m.	September 21, 2020
November 4, 2020	9:00 a.m.	October 5, 2020
November 18, 2020	3:00 p.m.	October 19, 2020
December 2, 2020	9:00 a.m.	November 2, 2020
December 16, 2020	3:00 p.m.	November 16, 2020

Note: There is only one meeting in January. The January 1 meeting is cancelled because Town Hall will be closed in observance of New Year's Day.

The April 15 meeting falls during the week of the RBC Heritage.

*The application deadline is Friday, January 17 because Town Hall will be closed on Monday, January 20 in observance of Martin Luther King, Jr. Day.

**The application deadline is Friday, September 4 because Town Hall will be closed on Monday, September 7 in observance of Labor Day.

All applications for review by the Planning Commission must be received by the Community Development Information Center a minimum of thirty (30) days prior to the public meeting date. Please refer to Chapter 2 of the Town's Land Management Ordinance for additional information.



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Planning Commission
FROM: Anne Cyran, *AICP, Senior Planner & PC Coordinator*
DATE: October 8, 2019
SUBJECT: Planning Commission Quarterly Report: July – September 2019

The July 17 and September 18 meetings were cancelled due to a lack of agenda items.
 The September 4 meeting was cancelled due to Hurricane Dorian.

LMO Amendments & Applications

Land Management Ordinance (LMO) Amendments	Status
RV Amendments On June 5, 2019, the Planning Commission approved a motion to recommend approval to the Public Planning Committee of the proposed LMO amendments related to recreational vehicles with the following modifications: remove the RD Zoning District; add one additional 90 consecutive day extension; and revise condition (i) to clarify that a new single family residence is replacing an existing residence.	PC Recommended Approval: June 5, 2019 PPC Recommended Approval: June 27, 2019 First Reading: August 20, 2019 Second Reading: September 17, 2019

Street Naming Applications	Status
STDV-001538-2019, Old Stoney Lane Request to name a street serving a proposed 42 lot subdivision located off of Squire Pope Road.	PC Approved on August 21, 2019

Subdivision Applications	Status
SUB-001459-2019, 28 Marshland Road Minor subdivision of a 2.018-acre parcel into two parcels.	Applied on July 8, 2019 Approved on July 11, 2019
SUB-001473-2019, 193 Spanish Wells Road Major subdivision of a 29.4-acre parcel into 210 lots.	Applied on July 10, 2019 Under review

Zoning Map Amendment (ZMA) Applications	Status
ZA-001460-2019, Tidal Bluff Request to change the zoning designation of Tidal Bluff from RM-4 to RM-12.	PC Recommended Denial on August 7, 2019 First Reading: September 17, 2019
ZA-001461-2019, 280 Fish Haul Road Request to change the zoning designation of an undeveloped 6.22-acre parcel from RM-4 and RM-8 to RM-12.	PC Recommended Approval on August 7, 2019 First Reading: August 20, 2019 Second Reading: September 17, 2019

Committees & Task Force

LMO Committee	
August 29, 2019	Discussion related to proposed LMO amendments, specifically a change in Critical Protection Area and Transition Area Map 16, a reduction in certain freestanding signs, clarifications in the stormwater section and changes related to zero lot line development.

Gullah-Geechee Land & Cultural Preservation Task Force	
The July 1 and August 5, 2019 meetings were cancelled.	
July 15, 2019	Fire hydrants update; Gullah-Geechee Preservation Project Report Status
August 26, 2019 Special Meeting	Fire hydrants update; Review of recommendations for the Gullah-Geechee Preservation Project Report; Delinquent Tax List
September 16, 2019 Special Meeting	Draft fire hydrant liability waiver; Review Top Priority List of the Gullah-Geechee Preservation Project Report; Delinquent Tax List

Staff Reports

Workforce Housing Guidelines
Teri Lewis, LMO Official, presented an update on August 21, 2019. Staff has been working through the housing consultant’s recommendations and staff’s response to those recommendations with the Public Planning Committee. Staff will present both sets of recommendations to the PPC for a second time at the August 22, 2019 PPC meeting. Staff anticipates the item will move forward to Town Council’s September 17, 2019 meeting.

Capital Improvement Projects

Pathways	Status
Along South Forest Beach (SFB) Drive from Coligny Circle to Tanglewood Drive	<ul style="list-style-type: none"> • Begin construction November 2019. • Projected completion: spring 2020.
Along Tanglewood Drive from SFB Drive to Cordillo Parkway	<ul style="list-style-type: none"> • Begin construction November 2019. • Projected completion: spring 2020.
Along eastbound US 278 between the US 278/Shelter Cove Lane intersection near Hickory Tavern and the US 278/Shelter Cove Lane intersection near Beaufort County Sheriff’s Office	<ul style="list-style-type: none"> • Under construction. • Projected completion: October 2019.

Roadway Improvements	Status
US 278 Corridor Improvements in the Shelter Cove Area	<ul style="list-style-type: none"> • Currently advertising for bids. • Projected completion: May 2020.
Accessibility and Safety Enhancements	<ul style="list-style-type: none"> • Currently advertising for bids. • Projected completion: January 2020.
Nassau Street Stormwater & Resurfacing	<ul style="list-style-type: none"> • Substantially complete.
Nassau Street Improvements	<ul style="list-style-type: none"> • Substantially complete.
Pope Avenue & Lagoon Road Intersection Improvements	<ul style="list-style-type: none"> • Under construction. • Projected completion: October 2019.
Squire Pope Road & William Hilton Parkway Intersection Improvements	On hold as SCDOT’s US 278 Corridor Redevelopment project moves forward.
Dirt Road Paving: Pine Field Road	<ul style="list-style-type: none"> • Researching titles and requesting right-of-way donations.

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Dirt Road Paving: Mitchelville Lane	<ul style="list-style-type: none">• Researching titles and requesting right-of-way donations.
Mast Arm Replacement at US 278/Pembroke Drive near Jarvis Creek Park	<ul style="list-style-type: none">• Project completed July 2019.

Park Development	Status
Lowcountry Celebration Park (Coligny Area Redevelopment Initiative)	<ul style="list-style-type: none">• Under construction.• Projected completion: July 2020.

Existing Facilities and Infrastructure	Status
Cordillo Tennis Courts Redevelopment, Phase 1	Completed September 2019.
Cordillo Tennis Courts Redevelopment, Phase 2	Being designed. Project start: winter 2019.
Fire Station #2 (Sea Pines)	On hold.

New Facilities and Infrastructure	Status
F&R Computer Systems Upgrades	Ongoing.

Beach Management & Monitoring	Status
Physical and Biological Monitoring	Ongoing.